

City of South Bend
Council Meeting
Monday, July 25, 2016 @ 5:30 pm
Council Chambers
1102 W. First Street, South Bend, WA

1. Call to Order
2. Pledge of Allegiance
3. Approval of Agenda and Consent Agenda
Approval of Minutes: *July 11, 2016*
4. Correspondence
5. *Public Hearing – Six Year Transportation Improvement Plan for 2017-2022 @ 5:35 pm*
6. *Central Avenue – Gray & Osborne, Inc.*
7. *Ordinance #1513 – Adding Chapter 12.30 – Transportation Development to Title 12 (Second Reading)*
8. *Resolution #2016-07 – Adopting Six Year Transportation Improvement Plan for 2017-2022*
9. Items from the Public **[3 Minute Limit]**
10. Department Head Reports:
 - i) Police Chief Eastham
 - ii) City Supervisor Houk
 - iii) Clerk/Treasurer Roberts
 - iv) Fire Department
11. Mayor's Report
12. Council Comments
13. Adjournment

Next Regular Meeting: Monday, August 8, 2016 @ 5:30 PM

South Bend Council Meeting

Monday, July 25, 2016

CONSENT AGENDA

1. Approval of Vendor Checks

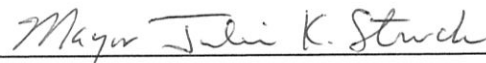
Vendors – Check #42192 thru Check #42226 - \$63,150.53

07/25/16

VENDOR	AMOUNT	
42192 ALS Environmental	\$140.00	Water Samples
42193 Antich Supply Company	\$ 233.93	Operating Supplies - City Hall \$104.55 and Parks \$129.38
42194 Ashley Construction, Inc.	\$ 5,097.60	Professional Services - Streets \$2,030.40 and Water \$3,067.20
42195 Cathy Weiberg	\$ 212.00	Janitorial - July 2016 (Includes \$12.00 for Fire Hall cleaning)
42196 City of Raymond	\$ 18,002.98	RWWTP M & O - June 2016
42197 Code Publishing, Inc.	\$ 431.00	South Bend Municipal Code Web Hosting - July 2016-July 2017
42198 Databar	\$ 263.99	B & O Tax Report Forms
42199 Dave Williams	\$ 650.00	Parks Caretaker - July 2016
42200 Dept of Ecology	\$ 300.00	WTP Lab Accreditation 5/11/2016-5/10/2017
42201 Dept of Transportation	\$ 1,320.29	Fuel - Public Works \$465.37 and Police \$854.92
42202 Dilk Tire Factory	\$ 142.44	Repair/Maintenance - Police \$43.20, Streets \$49.62 and Parks \$49.62
42203 Fastenal Company	\$ 41.18	Operating Supplies - Docks
42204 Florentino Perez	\$ 25.00	Cheney Park Rental Refund
42205 Foster Painting Company	\$ 1,116.77	Street Striping - Post Office, Thrift Store & School
42206 H.D. Fowler	\$ 2,245.77	Operating Supplies - Water \$2,140.81 and Sewer \$104.96
42207 Hagen Bates & Edwards P.S.	\$ 138.00	Pro Tem Services - Municipal Court 06/24/16
42208 Harbor Saw & Supply, Inc.	\$ 179.63	Repair/Maintenance - Docks \$85.48, Parks \$52.81 and Garbage \$41.34
42209 Hartford Fire Insurance Company	\$ 1,243.00	Annual Flood Insurance - Fire Hall
42210 Kevin Granato	\$ 200.00	Laborer Work - Police Dept
42211 Ki Auk Kim	\$ 750.00	Refund - Court Fees Imposed Erroneously (2013)
42212 LeMay Mobile Shredding	\$ 36.05	Document Shredding
42213 Nancy McAllister	\$ 650.00	Municipal Court Public Defender - July 2016
42214 Nationwide Retirement Solutions	\$ 50.00	Municipal Court Public Defender - July 2016
42215 Northstar Chemical	\$ 732.00	Chemicals - Water Fund
42216 Pacific County Dept of Community Development	\$ 160.00	Water Samples
42217 Pacific County Emergency Management	\$ 1,939.75	3rd Quarter 2016 Local Support
42218 Pacific County Sheriff's Office (PACCOM)	\$ 17,262.47	3rd Quarter 2016 Local Support-PACCOM - Police \$16,881.71 and Fire \$380.76
42219 Pioneer Grocery	\$ 18.90	Miscellaneous - Library
42220 Pitney Bowes, Inc.	\$ 256.66	Postage Machine Supplies

42221	South Bend Utilities	\$	253.37	Utility Deposit Refund
42222	Three Rivers Mosquito & Vector Control	\$	7,020.00	Mosquito Larviciding/Spraying - July 2016
42223	U.S. Cellular	\$	242.74	Police Laptops \$186.54 and Auto Dialer for Pump Station \$56.20
42224	VISA	\$	244.20	City Hall \$87.76, Police \$75.02, Streets \$50.04 and Docks \$31.38
42225	Vision Forms LLC	\$	770.81	Statement Automation (\$133.03 for Water Quality Report)
42226	William Penoyar	\$	780.00	Municipal Court Prosecutor - July 2016

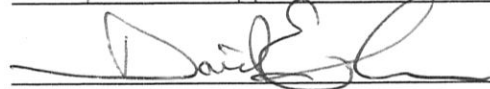
TOTAL \$ **63,150.53**



Mayor Struck



City Supervisor Houk



Police Chief Eastham

**CITY OF SOUTH BEND
COUNCIL MEETING – 07/11/16**

1-2. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The council meeting was called to order by Mayor Struck at 5:30 pm followed by the Pledge of Allegiance. Members present: Councilor Olsen, Councilor Williams, Councilor Hall, Police Chief Eastham, City Supervisor Houk and Clerk/Treasurer Roberts. Councilor Neve and Councilor Webber were absent.

3. APPROVAL OF AGENDA, CONSENT AGENDA AND APPROVAL OF MINUTES

A motion was made by Councilor Williams to approve the Agenda, the Consent Agenda and the minutes of the June 27, 2016 regular meeting. The motion was seconded by Councilor Olsen. **Vote: Ayes-3, Noes-0, Absent-2**

Vendors – Check #42149 thru Check #42191 - \$65,121.42

Payroll – Check #24065 thru Check #42081 - \$97,084.77

4. CORRESPONDENCE – NONE

5. ORDINANCE #1513 – ADDING CHAPTER 12.30 – TRANSPORTATION DEVELOPMENT (FIRST READING)

Mayor Struck presented Ordinance #1513 explained that the Transportation Improvement Board (TIB) recently began offering some new funding packages, but to qualify the city had to have a "Complete Streets" ordinance in place. Generally "Complete Streets" is a guiding principle to design, operate and maintain the city's streets and to promote safe and convenient access and travel for all users including pedestrians, bicyclists and people of all abilities including motor vehicle drivers. This ordinance meets TIB's requirements.

Councilor Hall made a motion moving Ordinance #1513 – Adding Chapter 12.30 – Transportation Development to a second reading. The motion was seconded by Councilor Olsen. **Vote: Ayes-3, Noes-0, Absent-2**

6. ITEMS FROM THE PUBLIC

- ✓ Citizen Tom Giacoma from 111 Maple wanted to give the Mayor and Council a heads up about the budget. Mr. Giacoma again believes that the fact that all three department heads have the same base pay is a travesty. The "clerk" should not make the same as the police chief. The department heads are being paid why too generously and he wanted to adamantly voice his protest.

7. DEPARTMENT HEAD REPORTS

- 🚒 Police Chief Eastham noted that the 4th of July was relatively quiet with only four fireworks complaints. The only real issue was the road work that was done south of South Bend on July 5th which nearly plugged up the town for most of the day.
- 🚒 Councilor Hall asked Police Chief Eastham about the derelict boats that he mentioned at the last council meeting (June 27, 2016). Police Chief Eastham explained that three were moved and two were brought back. Police Chief Eastham also explained that the derelict boat issue is complaint driven and he had not received any complaints about them. One problem with the current ordinance is that boats 14' and over are considered derelict if they remain in one place for a year or longer, but if that boat is moved even once briefly then that year starts over again.

Councilor Hall mentioned a boat at 1300 W. Robert Bush Drive that has been there well over a year that needs to be moved. Police Chief Eastham will contact the owner about removal.

- ✚ Councilor Hall asked Police Chief Eastham about the property on Broadway with overgrown grass (See June 27, 2016 council minutes). Police Chief Eastham advised that he has attempted to contact the owner, but has not had much luck. He will continue to pursue cleanup of the property.
- ✚ Councilor Hall asked Police Chief Eastham if he would please check on a boat that appears to be abandoned across the river from South Bend. It is in the water along Highway 105. Police Chief Eastham advised that he would contact the Sheriff's Office about it.
- ✚ City Supervisor Houk explained that the crew had spent much of the day laying asphalt. They did some patching and some repair around some storm drains where the road was damaged. They also did some work around the school to prepare for one-way traffic when school starts in the fall.
- ✚ Councilor Hall asked City Supervisor Houk if Gray & Osborne, Inc. did a study regarding the changes at the school. City Supervisor Houk advised that they did and their recommendations were relatively no different than what the city already plans to do.
- ✚ Councilor Hall asked about the building near 1011 W. Robert Bush Drive with the boarded up windows. City Supervisor Houk advised that he sent the property owner a compliance letter.

8. MAYOR'S REPORT

- ❖ Mayor Struck reported that everything is coming together nicely for *Come Play on Labor Day*. Duck tickets and buttons are available if anyone would like some! The next committee meeting is Monday, July 18th at city hall beginning at 5:30 pm if anyone would like to attend.

9. COUNCIL COMMENTS

- Councilor Hall explained that the next time there is a full council he would like to discuss spring cleanup.
- Councilor Hall passed out four notes that were received at the boat launch for the council and mayor to read. Two of the notes contained positive feedback and two were less complimentary.
- Councilor Hall responded to the request he had made at the last council meeting (June 27, 2016) regarding a social media policy for employees. Clerk/Treasurer Roberts sent Councilor Hall information that was provided by Municipal Research and Service Center (MRSC). According to MRSC the social media issue is very complicated. Mayor Struck agreed. It might be possible to have a policy that regulates an individual's social media use outside of work, but it would quite likely be nearly impossible to write. Councilor Hall asked Clerk/Treasurer Roberts if she would check and see if there were any "best practices" that the city might be able to use. Mayor Struck explained that there is a very fine line when it comes to social media. She has counseled the staff and explained that what you like, share or pass on could reflect adversely on you – personally and professionally – and should be thoughtfully considered.
- Councilor Hall will not be at the July 25, 2016 council meeting.

10. ADJOURNMENT

The meeting was adjourned at 5:52 PM to meet again at 5:30 PM on Monday, July 25, 2016 for the next regularly scheduled meeting at South Bend City Hall.

Julie K. Struck
Mayor

ATTEST: _____
Dee Roberts
Clerk/Treasurer

Draft

NOTICE OF PUBLIC HEARING

SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN
FOR 2017 THROUGH 2022

CITY OF SOUTH BEND

NOTICE IS HEREBY GIVEN that a public hearing will be held before the South Bend City Council in Council Chambers, South Bend City Hall located at 1102 West First Street at the hour of 5:35 pm on July 25, 2016.

The purpose of the public hearing is to consider the Six-Year Transportation Improvement Plan for 2017 through 2022.

The City Hall is handicap accessible. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving twenty-four (24) hours advance notice. Written comments/requests may be submitted to the City Council in care of the:

Clerk/Treasurer's Office
City of South Bend
P.O. Drawer 9
South Bend, Washington 98586-0009
Phone: (360) 875-5571
Email: dee.roberts@southbend-wa.gov

Publish: July 20, 2016

ORDINANCE #1513

AN ORDINANCE FOR THE CITY OF SOUTH BEND, WASHINGTON ADDING CHAPTER 12.30 – *TRANSPORTATION DEVELOPMENT* TO TITLE 12 OF THE CITY OF SOUTH BEND'S MUNICIPAL CODE

WHEREAS, the City Council, with the Mayor concurring, wishes to define the Complete Streets policy; and

WHEREAS, City policy as stated in the South Bend Comprehensive Plan is to encourage walking and bicycling as safe, convenient and widely available modes of transportation for all people; and

WHEREAS, South Bend's Complete Streets guiding principle is to design, operate and maintain South Bend's streets to promote safe and convenient access and travel for all users including pedestrians, bicyclists, and people of all abilities, as well as motor vehicle drivers; and

WHEREAS, other jurisdictions and agencies nationwide have adopted Complete Streets legislation including the U. S. Department of Transportation, numerous state transportation agencies, Seattle, San Francisco, Sacramento, San Diego, Boulder, Chicago and Portland; and

WHEREAS, the Public Works Department will implement Complete Streets policy by designing, operating and maintaining the transportation network to improve travel conditions for bicyclists and pedestrians in a manner consistent with, and supportive of, the surrounding community; and

WHEREAS, transportation improvements will include an array of facilities and amenities that are recognized as contributing to Complete Streets, including: street and sidewalk lighting; pedestrian and bicycle safety improvements; access improvements, including compliance with the Americans with Disabilities Act; street trees and landscaping; drainage; and street amenities; and

WHEREAS, Public Works Department will implement policies and procedures with the construction, reconstruction or other changes of transportation facilities on arterial streets to support the creation of Complete Streets including capital improvements and major maintenance, recognizing that all streets are different and in each case user needs must be balanced; now therefore,

THE CITY COUNCIL OF THE CITY OF SOUTH BEND, WASHINGTON DO ORDAIN AS FOLLOWS:

SECTION 1. Chapter 12.30 of the South Bend Municipal Code is hereby amended by adding a new section entitled "Complete Streets" to read as follows:

12.30.010 – COMPLETE STREETS

1. Public Works will plan for, design and construct all new city transportation improvement projects to provide appropriate accommodation for pedestrians, bicyclists and persons of all abilities, while promoting safe operation for all users, as provided below.
2. Public Works will incorporate Complete Streets principles into: the departments Transportation Strategic Plan, Pedestrian and Bicycle Master Plans and other Public Works plans, manuals, rules, regulations and programs as appropriate.

3. Except in unusual or extraordinary circumstances, Complete Streets principles will not apply:
 - a. To Street repair made due to utility activities or pothole repairs;
 - b. To ordinary maintenance activities designed to keep assets in serviceable condition (e.g. mowing, cleaning, sweeping, spot repair and surface treatments such as chip seal and overlay)
 - c. Where the City Supervisor issues a documented determination concluding that application of Complete Street principles is not necessary:
 - i. where non-motorized use is not practical, is contrary to public safety, or is prohibited;
 - ii. the cost of accommodation is excessively disproportionate to the need or probable use; or
 - iii. where other available means or factors indicate an absence of current or future need.
4. Complete Streets may be achieved through single projects or incrementally through a series of small improvements or maintenance activities over time. It is the Mayor's and Council's intent that all sources of transportation funding be drawn upon to implement Complete Streets. The city believes that maximum financial flexibility is important to implement Complete Streets principles.

SECTION 2. Severability. If any one or more sections, subsections, or sentences of this Ordinance are held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this Ordinance and the same shall remain in full force and effect.

SECTION 3. Effective Date. This ordinance shall take effect and be in force five (5) days from and after its passage, approval and publication as provided by law.

INTRODUCED this 11th day of July, 2016 **AND PASSED** on the 25th day of July, 2016 by the following vote:

Ayes –

Noes –

Absent –

Julie K. Struck, Mayor

AUTHENTICATED BY: _____

Dee Roberts, Clerk/Treasurer

Publish: 08/03/16

RESOLUTION #2016-07

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF SOUTH BEND ADOPTING THE SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN FOR 2017 THROUGH 2022

WHEREAS, the laws of 1067 of the State of Washington, Chapter 82 Extraordinary Session require the publication and notice of hearing for adoption of the Six-Year Transportation Improvement Plan (TIP) for municipalities, and

WHEREAS, the City of South Bend, Washington, a municipal corporation, desires to adopt a Six-Year Transportation Improvement Plan for 2017 – 2022, listed below, and

WHEREAS, notice of the public hearing was duly published in the Willapa Harbor Herald, setting the public hearing for the adoption of the 2017 – 2022 Six-Year Transportation Improvement Plan; and

WHEREAS, the date of the public hearing for the adoption of such Six-Year Transportation Improvement Plan was July 25, 2016; and

NOW, THEREFORE BE IT RESOLVED that the 2017-2022 Six-Year Transportation Improvement Plan for the said City as set forth below is hereby adopted.

PROPOSED PROJECT SCHEDULE

2017

KENDRICK STREET (HIGHWAY 101 TO 1ST STREET)

A STREET SIDEWALKS (PACIFIC AVENUE TO A STREET)

COAST SEAFOOD SIDEWALK (NORTH SIDE COAST SEAFOOD TO END OF EXISTING SIDEWALK)

2018

1ST STREET (WEIR STREET TO KENDRICK STREET)

WEST 4TH STREET (WILLAPA AVENUE TO PACIFIC AVENUE)

CENTRAL SIDEWALK (WILLAPA AVENUE TO CENTRAL AVENUE)

WILLAPA SIDEWALK (MID BLOCK ALDER TO WILLAPA AVENUE)

2019

ADAMS STREET (HIGHWAY 101 TO WATER STREET)

PACIFIC AVENUE (WEST 4TH STREET TO FIRST STREET)

HIGHWAY 101 SIDEWALK (WIER STREET TO CEDAR STREET)

2020

WASHINGTON STREET (HIGHWAY 101 TO EAST 3RD STREET)

MADISON STREET (HIGHWAY 101 TO 1ST STREET)

2021

JEFFERSON STREET (HIGHWAY 101 TO 1ST STREET)

1ST STREET (A STREET TO C STREET)

2022

1ST STREET (JACKSON STREET TO HARRISON STREET)

Upon motion made for the adoption of this resolution, the following vote was cast by the City Council of the City of South Bend, July 25, 2016:

Ayes -

Noes - Ø

Absent -

Julie K. Struck, Mayor

AUTHENTICATED BY: _____
Dee Roberts, Clerk/Treasurer

CITY OF SOUTH BEND: SIX-YEAR TRANSPORTATION IMPROVEMENT PLAN (2017 THROUGH 2022), ADOPTED

STIP Year	Project Title	Project Description	Agency	County	WSDOT Region	Road Name	Priority Number	Begin Termini	End Termini	Total Project Length	Total Estimated Cost	Phase Start Year	State Funds	Local Funds
2017	Kendrick Street	Road reconstruction and widening, add sidewalk on one side. Storm drainage.	South Bend	Pacific	SW	Kendrick Street	1	Highway 101	First Street	326	\$173,000	2017	\$164,350	\$8,650
2017	First Street	Road reconstruction and widening, add sidewalk on one side. 2" - Water Main.	South Bend	Pacific	SW	First Street	2	Weir Street	Kendrick Street	1074	\$412,000	2018	\$391,400	\$20,600
2017	West 4th Street	Road reconstruction and widening, add sidewalk on one side. Storm drainage.	South Bend	Pacific	SW	West 4th Street	3	Willapa Avenue	Pacific Avenue	670	\$487,500	2018	\$463,125	\$24,375
2017	Adams Street	Road reconstruction	South Bend	Pacific	SW	Adams Street	4	Highway 101	Water Street	425	\$191,250	2019	\$181,888	\$9,563
2017	Pacific Avenue	Road reconstruction and widening, add sidewalk on one side. Storm drainage.	South Bend	Pacific	SW	Pacific Avenue	5	West 4th Avenue	First Street	1165	\$524,250	2019	\$498,038	\$26,213
2017	Washington Street	Road reconstruction and widening, add sidewalk on one side. Storm drainage.	South Bend	Pacific	SW	Washington Street	6	Highway 101	East 3rd Street	1350	\$607,500	2020	\$577,125	\$30,375
2017	Madison Street	Road reconstruction and widening, add sidewalk on both sides. Storm drainage.	South Bend	Pacific	SW	Madison Street	7	Highway 101	First Street	1635	\$818,000	2020	\$777,100	\$40,900
2017	Jefferson Street	Road reconstruction and widening, add sidewalk on one side. Storm drainage.	South Bend	Pacific	SW	Jefferson Street	8	Highway 101	First Street	1182	\$547,000	2021	\$519,650	\$27,350
2017	First Street	Road reconstruction and widening, add sidewalk on one side. Storm drainage.	South Bend	Pacific	SW	First Street	9	A Street	C Street	705	\$317,250	2021	\$301,388	\$15,863
2017	First Street	Road reconstruction and widening, add sidewalk on one side. Storm drainage.	South Bend	Pacific	SW	First Street	10	Jackson Street	Harrison Street	455	\$204,750	2022	\$194,513	\$10,238
2017	A Street Sidewalk	Sidewalk Replacement	South Bend	Pacific	SW	Hwy 101 (West side)	11	Pacific Avenue	A Street	125	\$46,750	2017	\$44,413	\$2,338
2017	Coast Seafood Sidewalk	Sidewalk Replacement	South Bend	Pacific	SW	Hwy 101 (East side)	12	N. side Coast Seafoods	end of existing sidewalk	350	\$130,900	2017	\$124,355	\$6,545
2017	Central Sidewalk	Sidewalk Replacement	South Bend	Pacific	SW	Hwy 101 (West side)	13	Willapa Avenue	Central Avenue	175	\$65,450	2018	\$62,178	\$3,273
2017	Willapa Sidewalk	Sidewalk Replacement	South Bend	Pacific	SW	Hwy 101 (East side)	14	mid-block from Alder St	Willapa Avenue	105	\$39,270	2018	\$37,307	\$1,964
2017	Hwy 101 Sidewalk	Sidewalk Replacement	South Bend	Pacific	SW	Hwy 101 (North side)	15	Weir Street	Cedar Street	1625	\$607,750	2019	\$577,363	\$30,388